TITLE:

JOB DESCRIPTION:

TIME COMMITMENT:

DUTIES:

WHAT WORKED WELL:

WHAT NEEDS TWEAKING:

TIMELINE:

May

June

July

August

September

October

November

December

January

February

March

April

May

June

DO YOU SUBMIT TO ENEWS?

DO YOU NEED TIME IN AUGUST TO COPY FOR BACK-TO-SCHOOL PACKETS?